



PROGRAM MANAGER

HIRING WELL, DOING GOOD - COLUMBUS

- POSITION DESCRIPTION –

About the Georgia Center for Opportunity

Georgia Center for Opportunity (GCO) is independent, non-partisan, and solutions-focused. Our team is dedicated to creating opportunities for a quality education, fulfilling work, and a healthy family life for all Georgians. To achieve our mission, we research ways to help remove barriers to opportunity in each of these pathways, promote our solutions to policymakers and the public and help effective and innovative social enterprises deliver results in their communities. Our goal is to see every Georgian who is willing to seize the opportunities presented to them living a life that can be characterized as truly flourishing.

About Hiring Well Doing Good Columbus

Hiring Well, Doing Good is a multi-sector employment initiative, whose mission is to remove barriers and increase opportunities for the chronically under-employed and un-employed to find meaningful work. Unlike other initiatives and programs, Hiring Well, Doing Good seeks to be led by community leaders, who have an on-the-ground understanding of their city's unique circumstances and needs. Columbus already has the resources, assets, and leadership necessary to solve the challenges ahead. Hiring Well, Doing Good will bring those elements together to implement proven solutions, which will have a ripple effect on the future of the community.

Position Overview

In order for the *Hiring Well, Doing Good* to achieve its ambitious mission, a dynamic and detail-oriented manager is required. The Program Manager is a newly-created position designed to address this organizational need. The Program Manager will be part of a small team responsible for driving *Hiring Well, Doing Good Columbus*'s work forward, in particular supporting day-to-day communications, day-to-day administration, community engagement, and data functions.

Responsibilities

The Program Manager will provide day-to-day support and facilitation of the *Hiring Well Doing Good Columbus* effort. Key responsibilities include:

Working with community partners:

- Developing and maintaining a list of community partners and upcoming events;
- Recruiting community partners from the public, private, and nonprofit sectors in *Hiring Well, Doing Good* efforts
- Organizing outreach against that list of community partners and upcoming events, including following-up as needed;
- Coordinating research and other activities with initiative partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed;
- Working with Breakthrough Programs Director to update outreach strategy as new needs emerge;
- Working with Breakthrough Programs Director to coordinate with other related projects and coalitions (i.e. in the same field) to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into the Hiring Well Doing Good Steering Committee and Subcommittees processes; and
- Building and maintaining relationships with community partners.

Strategic coherence:

- Maintaining understanding of current implementation challenges and developing comprehensive solutions to address them;
- Developing, maintaining, and monitoring set of pending and potential legislative and policy priorities, to support subcommittees development of annual legislative agenda, policy and funding recommendations;
- In partnership with Breakthrough Programs Director, providing support to partner organizations in aligning their work to the Common Agenda (e.g., identifying opportunities for program work to support specific goals);
- In partnership with Breakthrough Programs Director, acting as a neutral arbiter and helping resolve disputes or disagreements in direction among Subcommittees and Steering Committee; and
- Coordinating advocacy supporting activities of partners.

Communications:

- Communicating the objectives of *Hiring Well Doing Good* to the community and potential partners;
- Facilitating ongoing communication between *Hiring Well Doing Good* partners by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activity;
- Planning and managing logistics of, and attending, community events;
- Creating or managing creation of yearly summary reports of *Hiring Well Doing Good* progress for Steering Committee and external audiences;
- The following duties may be done in coordination with Communications Director and Breakthrough Programs Director:
 - o Developing communications materials as *Hiring Well Doing Good* evolves, potentially including summary documents, brochures, FAQs, and other items;
 - o Developing web and social media strategy; and
 - o Creating press strategy, including drafting press releases, coordinating with media outlets.

Data collection, analysis, and reporting:

- Coordinating indicator refinement with Subcommittees and Steering Committee;
- Working with Breakthrough Programs Director to ensure all partners are aware of targets and indicators;
- Creating or managing creation of yearly summary reports of *Hiring Well Doing Good* progress for Steering Committee, Subcommittees, and external audiences; and
- Coordinating work of data manager or consultant.

Reporting Relationships

The Program Manager will ultimately be responsible for building and maintaining strong relationships with the community, day-to-day coordination of the effort and its many moving parts, and being part of a highly functioning team. The Program Manger will report to the Breakthrough Programs Director.

Requisite Qualifications

This is an outstanding opportunity to play a critical role in engaging civil society to address the issue of unemployment. Therefore, first and foremost, the Program Manager must be committed to the mission of *Hiring Well, Doing Good*.

Additionally, the successful candidate will be able to demonstrate:

- A minimum of 5 years work experience including 2 or more years of proven community outreach and coordination experience;
- Demonstrated success in building and maintaining relationships with senior executives;
- The presence to inspire confidence and passion in external audiences and to build effective relationships with a range of stakeholders;
- Advanced project management skills;
- Ability to thrive in a fluid, unstructured, entrepreneurial environment without formal training;
- Flexibility and the ability to work autonomously as well as take direction as needed;
- Commitment to the collective impact concepts;
- Strong analytical and critical thinking skills;
- Strong community engagement and facilitation skills;
- Excellent interpersonal and communication skills (written and oral);
- Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives.

Desired Qualifications

- Experience in a start-up environment;
- Familiarity with the local area and / or focus of the initiative (e.g. employment issues)
- Experience working with a variety of stakeholders (preferably in different sectors)

Compensation

Compensation for the position is competitive and commensurate with experience. In addition to competitive salary ranges, the Program Manager will be provided a comprehensive benefits package that meets or exceeds that provided by many of the most respected organizations in our industry.

To apply for this position, please send resume to: careers@georgiaopportunity.org